

Mail Reports, 11/76

Folder Citation: Collection: Office of Staff Secretary; Series: 1976 Campaign Transition File;
Folder: Mail Reports, 11/76; Container 2

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November 22, 1976

M E M O R A N D U M

TO: President-Elect Jimmy Carter

FROM: Paul Hemmann

Paul Hemmann

SUBJECT: Mail Status Report

It has just been decided that the mail operation will move to Washington this week. Arrangements will be made to properly coordinate with Susan Clough and with Helen Dougherty.

My estimate is that the backlog will be eliminated by December 17, 1976.

Statistical Review

Pieces of Mail for Weeks Ending

	October 30	November 12 (two weeks)	November 19
A. Received			
Total	16,800	62,400	39,700
Less Staff	(4,700)	(13,000)	(11,400)
Plus Backlog	<u>0</u>	<u>0</u>	<u>22,600</u>
B. Total to Process	12,100	49,400	50,900
C. Read	12,100	26,800	16,500
D. Mailed Out	20,100	8,500	14,100

cc: Greg Schneider
Richard Harden

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*I talked with Walt Kallour 12/11 -
He says there are presently
40,000 pieces backlogged - they've
caught up 15,000 in the last four
days. They'll be completely caught*

up by Christmas - not 12/17.
GS